

City of Chattanooga,TN
Personnel Class Specification

CLASS CODE 0077

FLSA: Exempt

CLASSIFICATION TITLE: BUDGET OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage and supervise the City of Chattanooga's budgetary process. Duties and responsibilities include, but are not limited to: formulating the budget calendar and procedures; compiling the budget document and ordinance(s); monitoring compliance with budgetary standards and regulations; overseeing cash flow analysis and debt service payment; and performing other duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages the overall process and preparation of the City's annual budget; directs assigned personnel in activities concerning budget formulation, execution, status, and record keeping; supervises staff in fund analyses, fund status statements and reports, and in preparation of accounting entries to record approved fiscal budgets; ensures that all figures and data are correct and accurate; makes corrections and changes as appropriate,

Monitors the execution of the annual budget; authorizes obligation and expenditures of City funds; assures proper cash balances are available in all City funds; regularly oversees departmental accounts to prevent excessive spending or non-compliance with budgetary policies.

Determines availability of City funds for investment purposes; maintains cash flow data utilized in the City's investment system; retains investment files; tracks investments as needed.

Provides advice to city officials, committees and panel members on financial matters; makes financial judgments as necessary according to generally accepted financial standards.

Analyzes financial reports and documents for adverse trends and budgetary

problems; determines fiscal impact of any proposed changes to these documents; makes recommendations based upon financial data and generally accepted financing standards; interprets financial analyses for internal and external personnel as needed.

Researches and compiles data for use in preparing the annual City budgets; prepares comprehensive financial and budgetary reports, ordinances, and computerized spreadsheets; monitors and updates changes in system-maintained budget worksheets; assembles, organizes, and presents statistical and financial oral and written information clearly and concisely when requested.

Coordinates budget policies, procedures, and data at various departmental levels during different phases of the budget process; ensures compliance with budgetary rules and regulations by departmental staff; provides advice and guidance when necessary to ensure compliance.

Analyzes departmental budget performance and/or variance throughout the fiscal year; monitors departmental performance in the execution of the budget; determines availability of funds for departmental requisitions and vouchers, as well as contracts and approvals.

Schedules and prepares debt service payments and payments for bond issue expenses; monitors communication with banks in regard to payments; answers all inquiries and provides information regarding payments..

Keeps informed of current trends in finance, accounting, and management areas; develops and installs effective revisions in established systems, procedures, personnel, records and controls; trains and/or informs staff and other City employees of changes when necessary.

Responds to verbal and written requests for financial data from other departments, cities, bond rating agencies and other sources; provides budget, financial data and financial schedules to external auditors, financial advisors, and the public as required; ensures data is accurate and correct prior to distribution; answers questions and/or provides information and advice regarding data.

Attends various meetings as required; serves as representative of assigned department; briefs city officials on results of meetings.

Anticipates problems with budgeting process; handles complaints and problems as received for other departments, outside agencies, the public and other sources; implements plan to encounter problems as they arise.

Maintains budget personnel attendance reports and other related information; ensures information is accurate and current and available for review by authorized personnel.

Composes correspondence, memorandums, and other documents as required; reviews for accuracy; maintains copies for departmental files.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes municipal finance and accounting required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.